



Library Co. of Philad.<sup>a</sup>  
N.W. Cor. Locust & Juniper Sts.

Philadelphia Apr 28 1884

## Agenda for Secretary

Committee to be appointed to take charge of the annual meeting of Members of the Company on the 2<sup>d</sup> May. There is a Bye-law to be passed authorizing the Sale of forfeited shares: and perhaps a Report should be made to the meeting.

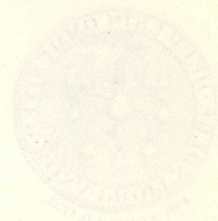
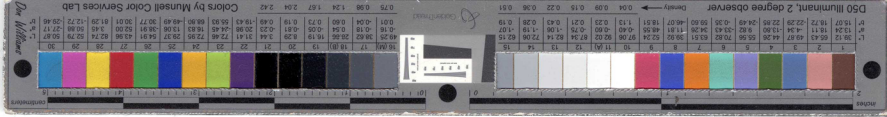
Committee to be appointed to examine the Treasurer's & Librarian's Accounts. The Committee last year was W Wharton & W Tiddle.

Transfers (enclosed)

J.

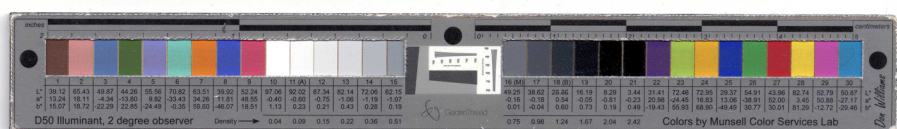
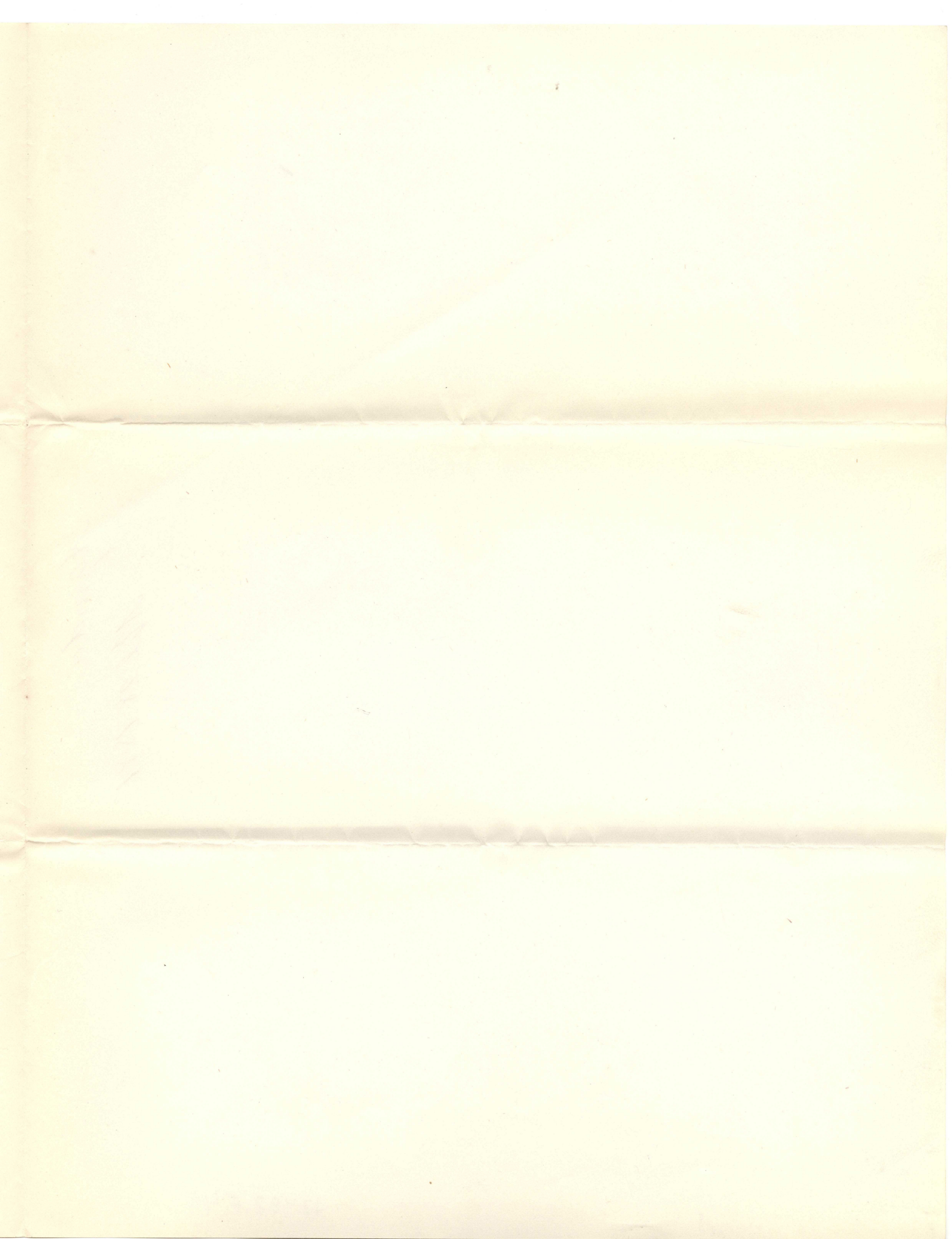
Sign advertisement (enclosed)



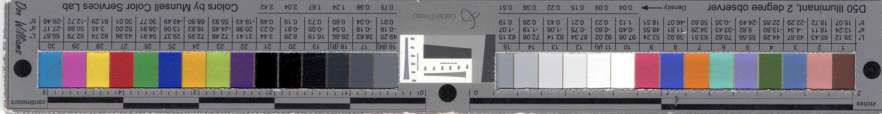


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Library Co. of Philad.<sup>a</sup>  
N.W. Cor. Locust & Juniper Sts.

Philadelphia April 7 1881

Report to Executive Committee

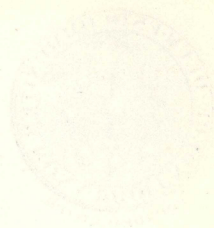
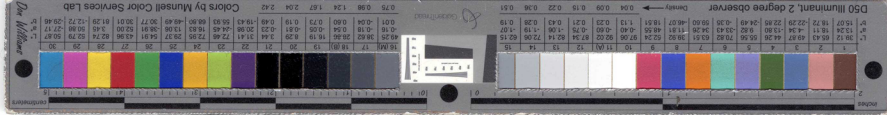
Mitchell & H. Robinson

Mr Charles Hart and Mr J. H. Wheeler, tenants on the first floor of the Law Buildings, have separately applied to me for a reduction of their rent from \$50. each to \$400. -

The youngest assistant at the Locust St Library - Joseph Collins - was taken on trial about a year ago at \$2.50 a week. He is willing & obedient, but not very intelligent, and makes a good many mistakes. I recommend that as soon as we can get a satisfactory Substitute he be given a month's notice and then discharged. It would be desirable to get a gentleman's son, if such could be found, to take his place.

The increasing business at the desk makes it desirable to have a more rapid method of charging books than the use, as at present, of a Ledger. Mr Abbott, after studying the method of keeping accounts used in other libraries, has





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desires an excellent system by the use of cards, which I approve of and beg permission to introduce.

Several of the Members have requested that the Library telephone be connected with the general city system, which would be a great accommodation. I consider it very desirable & enclose the proposition of the Telephone Co. showing that the cost would be \$120. - a year, which might be shared with the Ridgway Branch.

I beg to call the attention of the Committee to two subjects which have already claimed the attention of the Board, but the consideration of which was postponed.

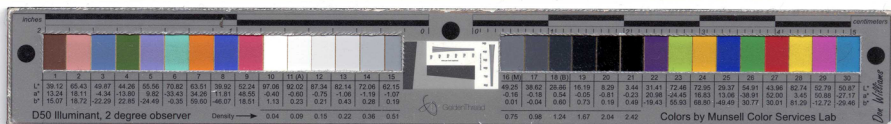
1. The construction of a Verandah in the rear of the main hall to give ventilation and coolness in summer; at least a window opposite front door is desirable.

2. The introduction of additional radiators to warm the main hall in winter. Cost about \$350.

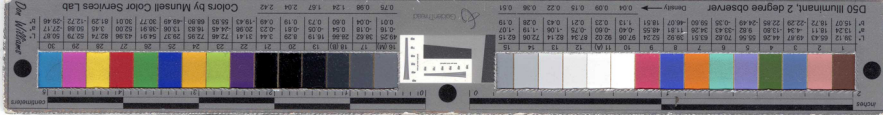
I Enclose proposals for taking care of the grounds in Juniper St. and also at the Ridgway Branch.

A coat of paint is desirable on the inside of the skylight in Locust St. to deadens the light in summer.

Respectfully Submitted  
Lloyd V. Hull  
Librarian







Repart &  
Executive Comm.

April 7-1887

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# Report to the Finance Committee Apr 7 1881

In the Treasurer's Report herewith submitted will be found a full statement of the expenses for the financial Year now nearly closed.

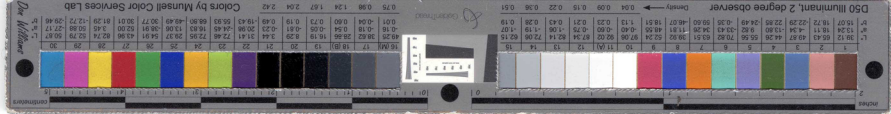
The receipts are not all in, but a close estimate can be made, as follows

		Actual	Estimated
	1879-'80	1880-'81	
Balance from last Year	1202.69	1707 68	
Interest	204.61	133 95	72 89
Rents Law Buildings	2462.50	2487 50	
Loganiana Rent	300.00		
Yearly payments	7645.00	7791 73	
" Subscriptions	168.00	166.00	
Rec <sup>d</sup> for Shelburg sold	45.00		
Rec <sup>d</sup> for Books sold		41 07	
Rent from Central News Co		3000.00	
Legacy from Percifer Fraser		1000.00	
	12,027.80	16,327 93	
Expenses as per Treasurer's Statement		15,398 99	
Leaving a cash Balance as before		\$ 928 94	

The Receipts of the <u>Ridgway Branch</u>	Actual	Estimated
have been as follows	1879-'80	1880-'81
Balance from last Year	1445.06	2558 22
Income of Real Estate	13,120.57	11,000.00
Rent from Loganiana Liby	900.00	600.00
Sales of Rugs on the Vice	126.75	
Rec <sup>d</sup> for furniture sold	800.00	3093.00
Interest on cash Balance	42.44	16 23
	16,434.82	17,267 45
Expenses as per Treasurer's Report		11,789 38
Leaving a cash Balance of		5,478 07
of which \$1000.00 is loaned to the Loganiana Library.		

Respectfully Submitted  
 Lloyd L. Smith  
 Treasurer





Refined to  
Muir's Lane  
May 1881

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Library Co. of Philad.<sup>a</sup>  
N.W. Cor. Locust & Juniper Sts.

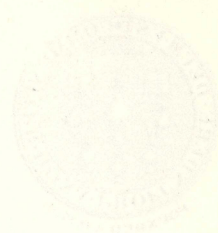
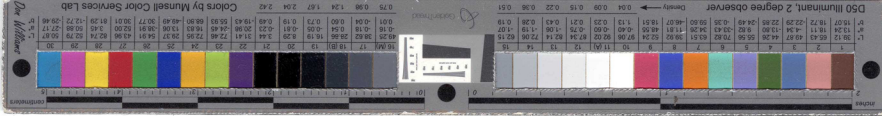
Philadelphia Apr 7 - 1881

## Librarian's Report

Since the Ridgway Branch has been opened a number of books and pamphlets of small value have been presented to that Institution from time to time, of which an exact record has been made in the Accessions Catalogue. During the past month two presents have been rec<sup>d</sup> of considerable value. One is a copy in 5 vols folio of the Corpus juris civilis cum glossis. Lyons 1550. from Pompton Cox. The other is a collection of bound newspapers and other works about 100 vols in all, and about 50 maps and charts, from Mr. John A. McAllister.

The attendance at the Locust St Library during the past month is the largest in the history of the Library being 10837 or a daily average of 401. The highest in any previous month was Feb 1881 being a daily average of 375. The figures for March are as follows:







Members male 4161  
female 3768

Visitors male 2319  
female 766

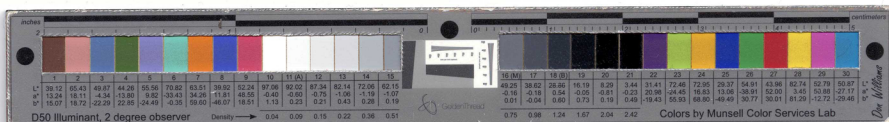
Suppliers 823 10837

No of Books taken out 4086 daily average 151.

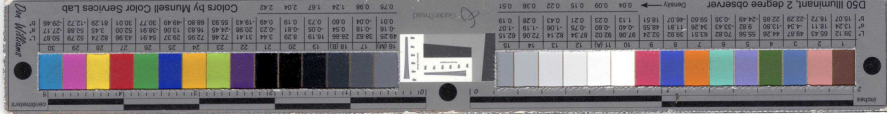
The no. of Catalogue cards copied and distributed  
at each Library is 1501.

At the Ridgway Branch the total number of  
visitors in March was 708 of whom 170 were  
readers. The number of books consulted in the  
building was 392; given out 181. Average per day  
of books 20; of visitors 25.

The fines at the Locust St Library were \$26.68  
At the Ridgway Branch \$1.20 for the month  
of March.



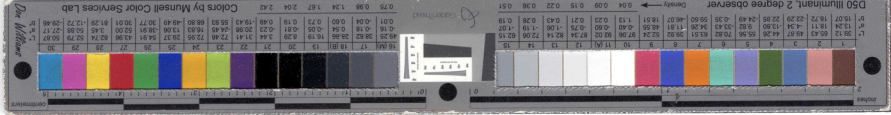




*Shanley's Report*  
*May 1881*

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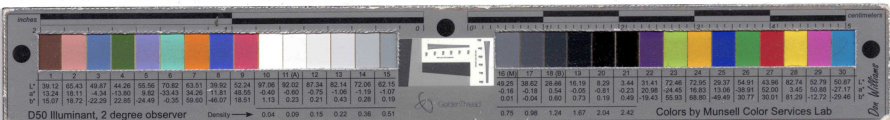
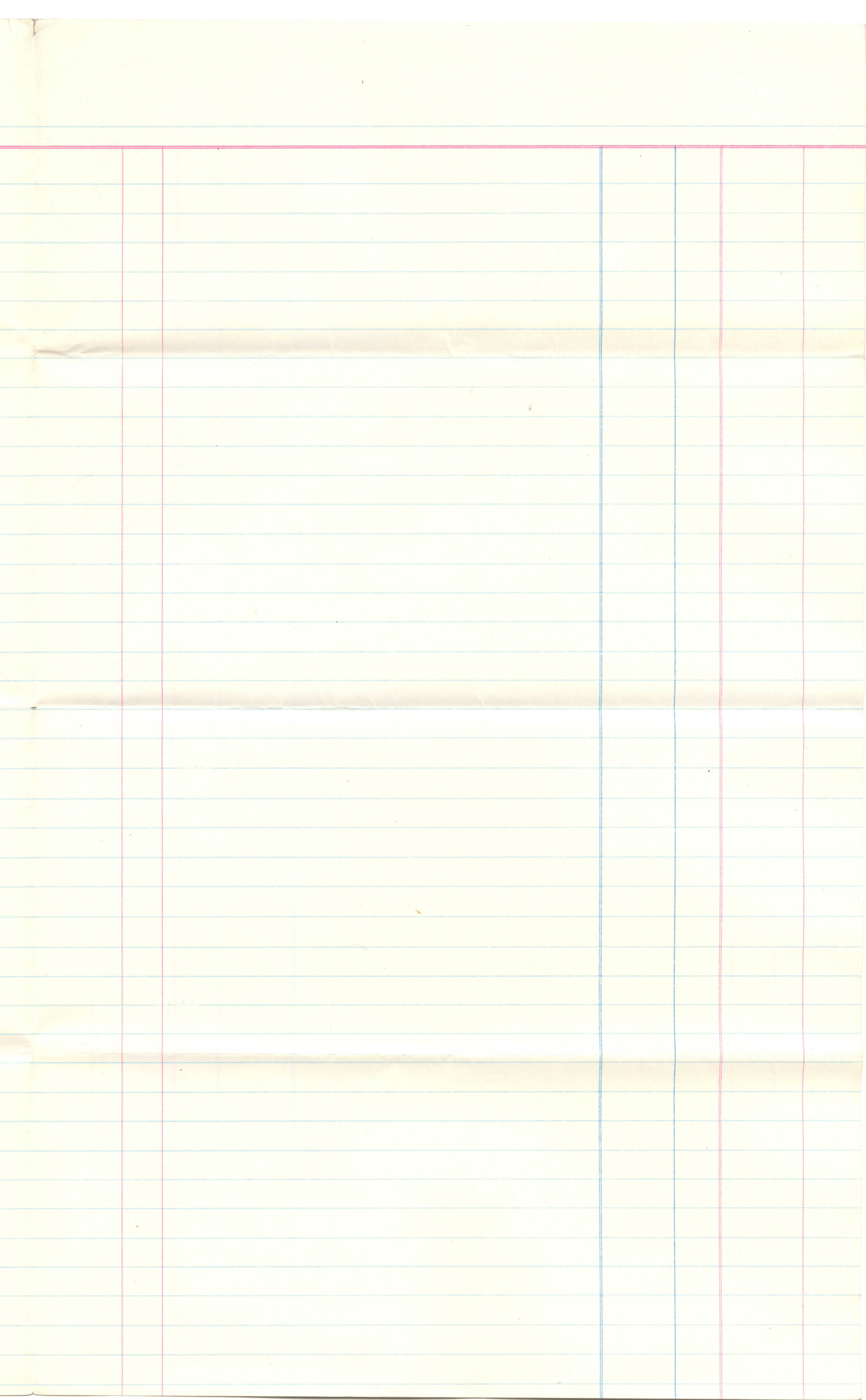
# Orders April 7 - 1881

L.O.	536	Lebanian 1 month	150		
		Treasurer 1 "	16 67		
		B. Owen 1 "	50		
		E. McLeellau 1 "	40		
		J. Smith 1 "	50		306 67
537		Gas Bill 3 months	52 60		
		Mrs N. Davis Repairs	5 75		
		Water Rent for 1881 5 <sup>th</sup> fl	26		
		" " " " Locust St	44		
		J. Dunston Dry wood	10 75		
		Insurance on Locust St Building	7 50		146 60
538		J. H. Snickson Water shipping	53 81		
		M. L. Frederick Printing	13		
		T. J. Dixon Stairs Repairs	29 32		
		J. M. Drinkhouse " 24 2.73	10		
		J. S. Earle Stairs Picture Frame	23 50		
		H. Korndorfer Repairs 55.50	12 60		142 23
RB 91		Lloyd P. Smith 1 month	33 33		
		G. M. Abbot 1 "	133 33		
		B. Samuel 1 "	25		
		E. McGrath 1 "	50		
		J. Coll 1 "	38 75		280 41
92		Water Rent for 1881	137		
		R. H. Watson Repairs	121 36		
		G. L. Howard "	1 50		
		Pomcoast & Maule "	1 45		
		J. B. Lippincott 10 <sup>th</sup> Stationing	7 04		268 35
93		G. B. Vandervoort Maps	22		
		G. M. Hopkins "	109		122

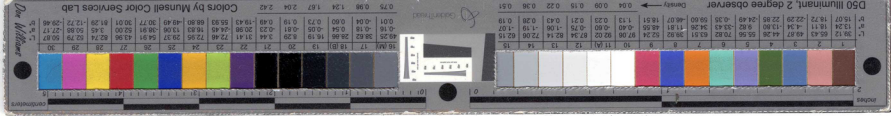












Order  
Mar 7 1887

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# Treasurer's Report April 7 1881

Balance of <u>Library</u> &c of last Report	958 10		
Receipts since Rents & yearly payments	795 45	1.753 55	
Lip Orders to be drawn today	595 50		
Order Book Committee	229 11	824 61	
Leaving a Cash Balance of		\$ 928 94	

As there will be no more Orders drawn on the Treasurer during the present financial year the Expenses for 1880-81 can now be summed up and compared with last Year

	1879-'80	1880-'81
Books	3,325 24	3,982 14
Binding	873 49	963 02
Salaries	3,468 35	3,620 -
Exps & Repairs	1,767 54	1,779 19
Insurance	180 -	357 50
Taxes & Water Rent	613 75	1,140 92
Fitting up new Building	917 5	3,156 22
Commission on Rental		400 -
	10,320 12	15,398 99

<u>Loganian</u> Balance per last Report	151 60
Received since Interest	100 -
Making a Cash Balance of	\$ 251 60

Balance <u>Ridgway</u> Branch of last Report	4,367 60	
Receipts since - Sales of Furniture &c	<u>781 23</u>	5,148 83
Up Orders to be drawn today		670 76
Leaving a Cash Balance of		<u>\$ 4,478 07</u>

This will be increased before the close of the financial year to about 6000. - in addition to 1000. - loaned Loganian Lib.

The Exps. of Ridgway Branch were	1879-'80	1880-'81
Fitting up Building Grounds	347 31	
Annuities	5680 -	3,880 -
Books & Binding	212 25	397 15
Salaries & wages	4,023 88	3,273 70
Repairs	529 07	1,301 54
Current Exps	1,585 49	1,985 64
Legal Exps	2,098 60	
Transferred to Contingent Fund		951 35
	14,476 60	11,789 38

(over)



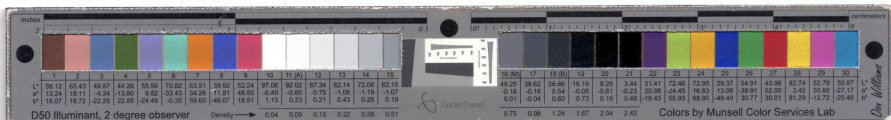




The Cash Balance of the <u>Contingent</u> Fund of the <u>Roadway Branch</u> is	\$ 951 35
Balance due <u>Edward F. Allen</u> London	L 1. 2 9
" " <u>F. W. Churston</u> New York	\$ 6 98
" in the hands of <u>B. D. Stevens</u> London	L 35. 10 2

Respectfully Submitted

Lloyd A. Smith  
Treasurer







*Travellers Report*  
*April 1887*

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